



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Sr. Community Development Specialist

RECRUITMENT NUMBER: 05-251

SALARY: \$5,567.25 - \$6,766.99/ MONTHLY

FILING DEADLINE: 5 PM, MONDAY, AUGUST 29, 2005

[SUPPLEMENTAL QUESTIONNAIRE REQUIRED \(CLICK HERE TO DOWNLOAD\)](#)

POSITION SUMMARY

The Community Development Department has an immediate need for a Sr. Community Development Specialist. This position has an emphasis in redevelopment and will report to the Redevelopment Manager. As a redevelopment practitioner, the position will perform a number of project management duties and responsibilities varying in complexity and necessary knowledge and skills, including: analysis of development projects, financial pro formas, real estate financing, and transactional structures; management of relationships with developers and other private sector partners; coordination of projects, programs, and work plans with other divisions and departments and outside professional consultants; and the coordination and management of project activities, including real estate acquisition and disposition, relocation, demolition, building construction and rehabilitation, property management, and public improvements. This is a mid-management position.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: coordinate, manage, and serve as project manager on complex departmental assignments and projects; lead teams in performing and preparing studies, plans, and special projects; process entitlement applications, dispense public information; research and compile information for special studies, technical and administrative reports from a variety of resources and make recommendations on a wide variety of redevelopment and planning subjects; meet with and advise architects, builders, contractors, engineers, and the public regarding development policies; conduct field inspections of landscaping, buildings, and related land uses to insure compliance with City zoning standards; attend meetings of the City Council, Housing and Redevelopment Commission, and other boards and commissions as required; provide technical support to various agencies and community audiences as required; represent the City to outside agencies; prepare and provide oral presentations to a range of internal and external groups; prepare and review documents and reports related to assigned areas; analysis of fiscal issues related to assigned projects; may perform marketing research and other economic activities essential to the City; plan, prioritize, assign, and review the work of subordinate staff; maintain data and enter into various databases related to community development programs.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to a bachelor's degree in planning, urban studies, public administration, business administration, marketing, or a related field and three years of increasing responsible experience in economic development, redevelopment, community development, real estate development, or a related field. A master's degree is desirable.

Knowledge, Skills and Abilities: Knowledge of: the various aspects of redevelopment including commercial, residential/community and industrial; the principles and practices of redevelopment law and redevelopment theories and activities; federal, state and local laws relating to development and redevelopment projects, including the California Community Redevelopment Law, state Planning, Zoning, and Development Laws, and the California Environmental Quality Act; the principles and practices of private and public financing and negotiations, with respect to building economics and housing development; project management, including project budgeting and tracking, team building and meeting facilitation, and conflict management and consensus building; oral communication and public speaking, including presentations to elected officials; facilitation of public forums, computer equipment and software applications with proficiency in Microsoft PowerPoint; effective business writing, including professional staff reports and general correspondence; research methods as applied to the collection, tabulation, and analysis of statistics affecting public planning; budget preparation and fiscal management. Ability to: build consensus on complex project planning policy issues from a team oriented approach; negotiate land purchases, disposition and development agreements for different public and private land development projects, to plan, develop and implement various administrative programs; make presentations to various size internal and external audiences; apply statistics and statistical methodology; identify and interpret complex regulations, laws, and codes and explain policies and procedures to employees and others; perform independent research; collect, compile, analyze, and present a variety of data in a meaningful way to various groups, agencies, and management staff; organize and conduct various planning research studies; manage a large volume of work and work on several diverse projects at the same time; maintain flexibility to respond quickly to changing priorities and time-sensitive requests.

PHYSICAL DEMANDS

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while retrieving and/or returning files; perform simple grasping and fine manipulations; use a telephone; use a keyboard to communicate through written means; review information and enter/retrieve data; see and read characters on a computer screen; and lift up to 20 lbs.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Questionnaire by 5:00 p.m., Monday, August 29, 2005. Applications submitted without a Supplemental Questionnaire will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.